

DEPARTMENT OF DEFENSE INSPECTOR GENERAL

COMBATANT COMMAND AND JOINT INSPECTOR GENERAL COURSE

STUDENT HANDBOOK



LEAD AGENT
THE U.S. ARMY INSPECTOR GENERAL SCHOOL
5500 21st Street, Room 2305
Fort Belvoir, Virginia 22060-5935
July 2006

**The Combatant Command
and Joint Inspector General Course
Student Handbook
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Chapter 1

Standards of Conduct

Section 1-1. Ethics. Professional ethics in military service is derived from three principal sources: the moral, spiritual, and social values of our Nation. Our country's values -- and the fundamental character of our Nation -- are contained in the Declaration of Independence and the Constitution. Students are expected to uphold professional ethics throughout their careers as well as during the course. Students suspected of unethical behavior (for example, cheating) will be dismissed in accordance with procedures outlined in Chapter 4.

Section 1-2. Accountability.

1. Students will report for duty in accordance with the class schedule.
2. The Dean of Academics will counsel students who are absent or late twice during the course. Students who are absent or late three times will be counseled by the Commandant, U.S. Army Inspector General School, who will make a recommendation to the IG, Department of Defense (DoD), to retain or dismiss the student.
3. The Commandant is the approval authority for all student absences. Students requesting an absence will complete an OF41, Routing and Transmittal Slip, through the Dean of Academics to the Commandant. See the example at Figure 1. Students may reproduce this form as necessary using the copy machine located in the Student Support Center.

ROUTING AND TRANSMITTAL SLIP				Date
TO: (Name, office symbol, room number, building, Agency/Post)				Initials
1. To: Commandant				Date
2. Thru: Dean of Academics				
3.				
4.				
5.				
	Action		File	Note and Return
	Approval		For Clearance	Per Conversation
	As Requested		For Correction	Prepare Reply
	Circulate		For Your Information	See Me
	Comment		Investigate	Signature
	Coordination		Justify	
REMARKS				
REQUEST TO MISS TRAINING:				
Date requested: _____ Time (e.g. 0800-0900) _____				
Instruction scheduled during that time: _____				
Reason absence is required during school hours:				
Impact if denied:				
DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions				
FROM: (Name, org. symbol, Agency/Post)				Room No.-Bldg.
				Phone No.
DOD EXCEPTION TO OF41 APPROVED BY GSA/IRMS 4/89				OPTIONAL FORM 41 (Rev. 7-76) Prescribed by GSA FPMR (41 CFR) 101-11.206 USAPPC V3.00

Figure 1
OF41, Routing and Transmittal Slip

Section 1-3. Classroom Standards.

1. All students are responsible to be on time, to be prepared for class, and to participate in class.
2. Students may have beverages in the classroom at any time. However, they may not eat in the classroom except at lunchtime. The prohibition on eating during class includes candy.
3. Students will turn off all pagers, cell phones, and other electronic devices during class.
4. Smoking and smokeless tobacco are prohibited in all classrooms.
5. Students will keep the classroom neat. At the end of the duty day, students will ensure that all leftover food and trash is discarded in the appropriate trash receptacles or recycling containers.

Section 1-4. Non-Attribution Policy.

1. In an effort to promote rich academic discussion and the free exchange of ideas, CCJIGC adheres to a policy of non-attribution that applies to all members of the staff and faculty, students, and guest speakers. CCJIGC, as an educational venue, encourages freedom of expression in all academic endeavors. Comments made by speakers and students will not be attributed to them in any public forum or to any individual likely to transmit such statements to a public forum. However, participation in academic discussions at the school does not create a category of privileged communication.
2. The purpose of CCJIGC's non-attribution policy is as follows:
 - a. To protect all participants in the course -- staff and faculty members, students, speakers, and other guests -- against having their remarks and opinions publicly quoted or otherwise attributed to them without their express consent.
 - b. To allow such remarks and opinions to be discussed away from the course provided that care is taken to avoid publicly identifying the speaker.
 - c. To encourage all speakers to be responsible for the substantive content of their statements.

Chapter 2

Standards of Appearance

Section 2-1. Uniform. The uniform for CCJIGC is the short-sleeve dress shirt and dress slacks or skirt or the battle-dress uniform as appropriate. The various authorized uniforms by service are as follows:

- a. Army: Class B / Army Combat Uniform / Battle-Dress Uniform / Desert Camouflage Uniform
- b. Navy: Service Khaki / Battle-Dress Uniform
- c. USMC: Class C / Desert or Woodland Combat Utility Uniform
- d. USAF: Short-sleeve dress uniform / Battle-Dress Uniform / Desert Camouflage Uniform
- e. Civilians: Business casual

Section 2-2. Wear and Appearance of Uniforms and Insignia. All students will wear their respective Service's uniform appropriately and in accordance with established policies and guidelines. Students may also wear authorized decorations as appropriate. Each student must remember that discipline is judged, in part, by the manner in which a Service member wears a prescribed uniform as well as by that individual's personal appearance. Therefore, a neat and well-groomed appearance by all Service members is fundamental to the Armed Forces and contributes to building the pride and esprit essential to an effective military force. A vital ingredient of the Armed Forces' strength and military effectiveness is the pride and self-discipline that American Soldiers, Sailors, Airmen, and Marines bring to their Services through a conservative military image.

Chapter 3

Standards for Qualification and Graduation

Section 3-1. Examination Requirements. On Days Three and Five of the course, each student will take a quiz comprised of true-or-false and multiple-choice questions. Each quiz will consist of 15 questions. Students will have 30 minutes to complete each quiz. Each question will follow directly from established Enabling Learning Objectives (ELOs) for all primary and supporting blocks of instruction. Each question will be worth one point for a total of 30 points for both quizzes.

Section 3-2. Graduation Requirements. To qualify for graduation, the student must achieve no less than 70 percent on each quiz and a total of 22 points out of 30 to pass the course (see Table A below). Students who successfully pass each quiz will receive a Certificate of Training certifying them as Joint IGs.

a. If a student scores less than 70 percent on a quiz, the Academic Board will conduct some re-training with the student and administer a re-test. Additionally, the Commandant will counsel the student and notify the IG, DoD. The student must pass the re-test to continue with -- or graduate from -- the course.

b. If the student fails the second quiz, the Commandant will counsel the student and recommend to the IG, DoD, either to administer the re-test or to dismiss the student from the course. If dismissed, the appellate authority is the IG, DoD.

c. Students who fail the first quiz after a re-test may remain in the course at the DoD IG's discretion but will not be considered certified Joint IGs. These individuals will merely receive a Certificate of Attendance.

A summary of the graduation requirements appears below in Table A.

<u>Graduation Requirements</u>	<u>MAX</u>	<u>MIN (70%)</u>
Quiz 1	15	11
Quiz 2	15	11
Total	30	22

Table A
Graduation Requirements

Chapter 4

Standards for Dismissal

Section 4-1. Personal Conduct. Students who violate regulations, policies, or established discipline standards are candidates for dismissal. Students who also present an overtly negative attitude, are disruptive to the class through constant tardiness, or exhibit a lack of motivation fall into this category as well. If the Commandant determines that a student's personal conduct should result in dismissal, the Commandant will consult the IG, DoD, or his designated representative. If the IG, DoD, supports the decision, dismissal proceedings as outlined in Sections 4-4 and 4-5 below will begin immediately.

Section 4-2. Plagiarism and Cheating. Plagiarism is the act of presenting the ideas or exact words of another person as one's own work. Instructors who suspect plagiarism or cheating will meet with the Dean of Academics and explain their reasoning and evidence. If the Dean of Academics supports the instructor's reasoning and evidence, the Dean of Academics will convene the Academic Board and review the evidence. If the Board disagrees with the plagiarism or cheating charge, the matter will end there. If the Board concludes that plagiarism or cheating occurred, the Dean of Academics will present the Board's findings to the Commandant with a recommendation for dismissal. If the Commandant agrees with the findings, the Commandant will consult the IG, DoD, for a decision. If the IG, DoD, dismisses the student from the course, dismissal proceedings will begin as outlined in Section 4-4 below. The student will also receive a Letter of Reprimand from the IG, DoD; the Commandant will forward a copy of this letter to the student's gaining unit or command.

Section 4-3. Illness, Injury, or Compassionate Reasons. Students who become ill, who are injured during the course, or who have a family or other problem may require administrative dismissal. If the illness or injury requires dismissal from the course, the Commandant will release the student from the course administratively and invite that student to return at the earliest possible opportunity. The Commandant will notify the student's gaining unit of the dismissal. The Commandant will also address compassionate dismissals in the same manner; however, the Commandant will make the final determination with regard to compassionate dismissals after the student has presented all matters relevant to the issue. The Commandant will immediately inform the IG, DoD, of all dismissals resulting from illness, injury, or compassionate reasons. The notification requirements outlined in Section 4-4 apply.

Section 4-4. General Dismissal Procedures: If a student is dismissed due to plagiarism or cheating, dismissal procedures are as follows:

- a. The Commandant will counsel the student in writing that he or she has been dismissed from the course and the basis for that decision. The Commandant will inform the student that he or she has the right to appeal the dismissal decision to the IG, DoD, within one day.
- b. The student must acknowledge the dismissal notification in writing to the Commandant within one day.

c. The Registrar will assemble that student's administrative and academic packet for review or reference by the Commandant or IG, DoD, for appeals.

d. The Commandant will notify the dismissed student's gaining unit telephonically (preferred method) or in writing of the student's dismissal, the basis for the decision, and the results of any appellate actions.

e. After the student out-processes and departs from the school, the Registrar will make an appropriate dismissal entry in the file for that particular class.

Section 4-5. Academic Dismissal Procedures. In accordance with the standards outlined in Chapter 3, the Academic Board will address quiz failures as follows:

1. First Quiz Failure: The student will receive re-training from the Academic Board and a re-test. The Commandant will also counsel the student and advise that student of the importance of academic vigilance and success. The Commandant will also notify the IG, DoD, and the student will continue with the course.

2. Second Quiz Failure: The Commandant will counsel the student in writing again and recommend to the IG, DoD, whether or not that student should take the re-test following graduation on Day Five. If the IG, DoD, decides that the student will take the re-test, then the Academic Board will administer the re-test immediately following the graduation ceremony and after some brief re-training. If the IG, DoD, decides to release the student from the course, the student will be dismissed and only receive a Certificate of Attendance instead of a Certificate of Training.

3. Dismissal Procedures: If the IG, DoD, decides to dismiss a student from the course, dismissal procedures will begin as follows:

a. The Commandant will counsel the student in writing that he or she has been dismissed from the course and the basis for that decision. The Commandant will inform the student that he or she has the right to appeal the dismissal decision to the IG, DoD, within one day (or immediately if the student fails the quiz on Day Five).

b. The student must acknowledge the dismissal notification in writing to the Commandant within one day.

c. The Registrar will assemble the student's administrative and academic packet for review or reference by the Commandant or IG, DoD, for any appeals.

d. If a student appeals a dismissal decision to the IG, DoD, the student will remain actively enrolled in the course until the appeals process is complete (except for students who fail the quiz on Day Five since that event occurs on the last day of the course). All appellate actions will become part of the student's academic file.

e. If the student does not appeal – or if the IG, DoD, has not overturned the dismissal decision on appeal – that student will immediately meet with the Registrar and begin out-processing procedures.

f. The Commandant will notify the dismissed student's gaining unit telephonically (preferred method) or in writing of the student's dismissal, the basis for the decision, and the results of any appellate actions.

g. After the student out-processes and departs from the school, the Registrar will make an appropriate entry in the course file regarding the reason for dismissal and include all supporting documentation.

Chapter 5

Student Support

Section 5-1. Student Support Center. The Student Support Center is located in Room 2305-2. Hours are 0730 to 1630. The center has a refrigerator, microwave oven, fax machine, copy machine, and telephones for student use. Students may make telephone calls as follows:

a. For official calls from the Student Support Center, dial 99 for off-post or 94 for DSN access. Continue dialing the complete 10-digit number; do not wait for a second dial tone. Log-in official calls once they are complete.

b. To use the phone in the Student Support Center for a personal call, students must use a credit or calling card.

c. If someone needs to contact a student during class, that person may phone the U.S. Army Inspector General School at commercial (703) 805-3900 or DSN 655-3900. The fax number is (703) 805-3899 or DSN 655-3899. In an emergency, the message will be brought to the student; otherwise, the Registrar will put the message in distribution.

Section 5-2. Bus Transportation. The bus departs from the front of the BOQ at 0730. The bus departs Humphreys Hall (21st Street entrance) five minutes after class ends. The Registrar will notify the Transportation office to adjust the pick-up time if class goes late on a particular day.

Section 5-3. Lunch. There are several places where students can buy lunch. If students have a vehicle, they can use several establishments: the PX food court, the golf course clubhouses, the Community Club, and the Officers Club. Students who bring their lunch can store it in the refrigerator in the Student Support Center.

Chapter 6

Fort Belvoir Information

Section 6-1. Medical and Dental Services.

a. DeWitt Army Community Hospital is located near the intersection of Belvoir Road and 12th Street. The Emergency Room is open 24 hours a day. The phone number to the Emergency Room is (703) 805-0414 / 0562.

b. Logan Dental Clinic is located at 9515 Hall Street, Building 1099. The clinic holds Dental Sick Call on Monday through Friday from 0730 to 0930. The phone number is (703) 806-4392.

Section 6-2. Running on Post. Fort Belvoir policy directs that individual runners and joggers will wear reflective belts diagonally across the shoulder during periods of reduced visibility. These periods are one-half hour before sunrise or earlier and one-half hour after sunset or later. Reduced visibility also includes overcast, rainy, and foggy conditions. During periods of normal visibility, reflective belts may be worn around the waist and may be substituted with reflective vests at any time. Headphones or earphones will not be worn in close proximity to traffic or when crossing the roadways.

Section 6-3. Fitness Centers. Fort Belvoir has several fitness centers. Locations and times are listed below:

The Body Shop: 1023 12th St., Bldg. 1023, (703) 806-3100

Hours: Monday - Friday: 5:30 am - 8:00 pm, Saturday and Sunday: 9:00 am - 5:00 pm

Graves Fitness Center: 2116 Abbott Rd., Bldg. 2116, (703) 806-5368

Hours: Monday - Friday: 5:30 am - 9:00 pm, Saturday and Sunday: 9:00 am - 5:00 pm

Wells Field House: 1810 Goethal Rd, (703) 806-5093

Hours: Monday - Friday: 11:00 am - 4:00 pm

Specker Field House: 1182 12th St, (703) 806-3057

Hours: Monday - Friday: 6:00 am - 1:00 pm

Note: Service members must wear their Service's approved physical fitness uniform in all fitness centers between the hours of 0630-0730 on weekdays.

